

REPORTS INVENTORY

CONTROL NO.

OL/SD/ ☐ MFB No. 6

PREPARE IN DUPLICATE

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120071-6

STAT

1. TITLE OF REPORT (If a fill-in report include Form No.)

Packing & Crating Daily Status Report

2. TYPE OF REPORT

STATISTICAL
☒ NARRATIVE
MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒

PERSONNEL

LOGISTICS

MEDICAL

TRAINING

SECURITY

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Daily

6. DISTRIBUTION (No. of components not number of copies)

1

STAT

7. FORMAT (memorandum, form, computer print-out, etc)

Ditto Copy

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

NO

N/A

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Chief of

10. PREPARING COMPONENT (include lowest level contributing information to report)

Packing & Crating Section

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | X HOURS PER REPORT | = COST PER REPORT | X TIMES PREPARED | = COST PER YEAR |
|-------|-------------|--------------------|-------------------|------------------|---------------------|
| GS-6 | \$4.09 | Half Hour | \$2.05 | 252 | \$516.60 |
| GS-11 | \$5.91 | 1/12 Hour | \$0.49 | 252 | \$123.48 |
| | | | | | Total Cost Per Year |

B. COSTS OF COMPUTER PRODUCED REPORTS

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

TOTAL COSTS PER YEAR

1260.00 640.08

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to Directive or authority cited in item 9). IF KNOWN INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

(SEE ATTACHMENT A)

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

28 Sept. 1970

17. NAME

INFORMATION

18. EXTENSION

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FORM 112

Classification

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